

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: FEB 26 1993	POLICY NO.: ADM.03.06
	DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): DOC.03.15 - 8/12/87	
SUBJECT: DEATH IN IMMEDIATE FAMILY OF AN EMPLOYEE		Page 1 of 2	

No. 93-18194

1.0 PURPOSE

To apprise all Departmental personnel of protocol in the event of a death in an employee's immediate family.

2.0 DEFINITIONS

Immediate Family - defined in this policy as parents, brothers, sisters, spouses, and children.

3.0 POLICY

The Director's Office wishes to extend condolences to its employees in the event of a death of an immediate family.

4.0 PROCEDURES

- .1 Upon notification of death in an employee's immediate family, supervisors are to notify their administrator immediately.
- .2 Administrators shall notify the Director's Office and Personnel Office in writing of the occurrence. In order to assist the Director's Office in preparing a letter of sympathy to the bereaved employee, the following information shall be supplied:
 - a. Name of deceased and relationship to employee;
 - b. Date of death; and
 - c. Bereaved employee's name, address, position title and organization.

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5.0 SCOPE

This policy applies to all employees of the Department.

APPROVAL RECOMMENDED:

Robert C Vidary

Deputy Director for Administration

FEBRUARY 24, 1993

Date

APPROVED:

Geoff Sumner

Director

Feb 20, 1993

Date